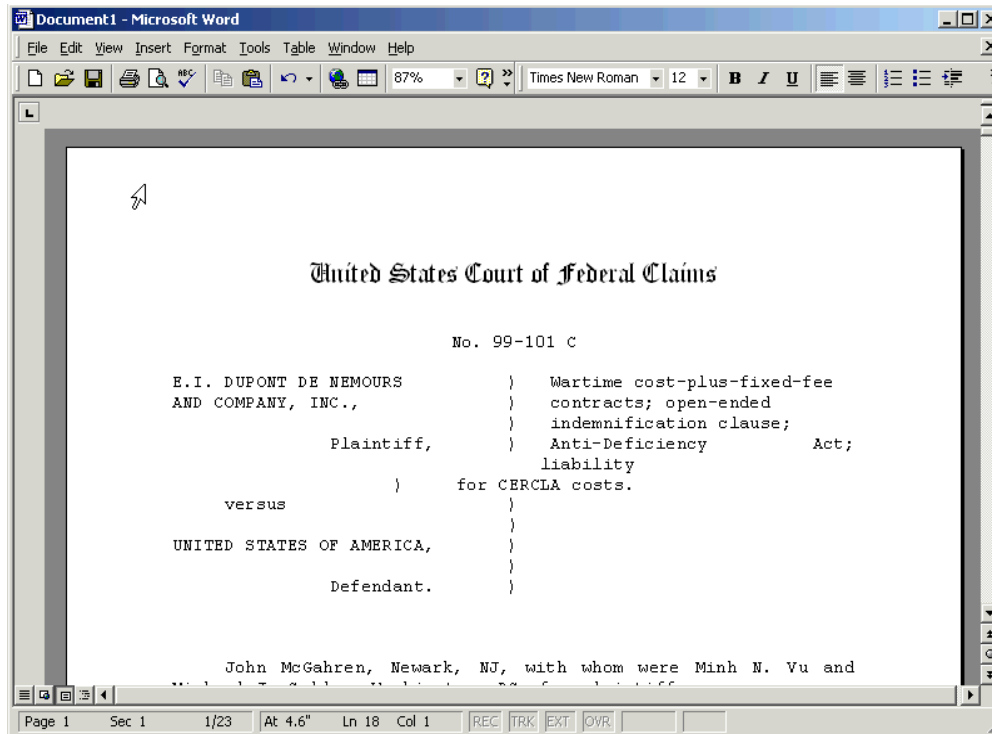

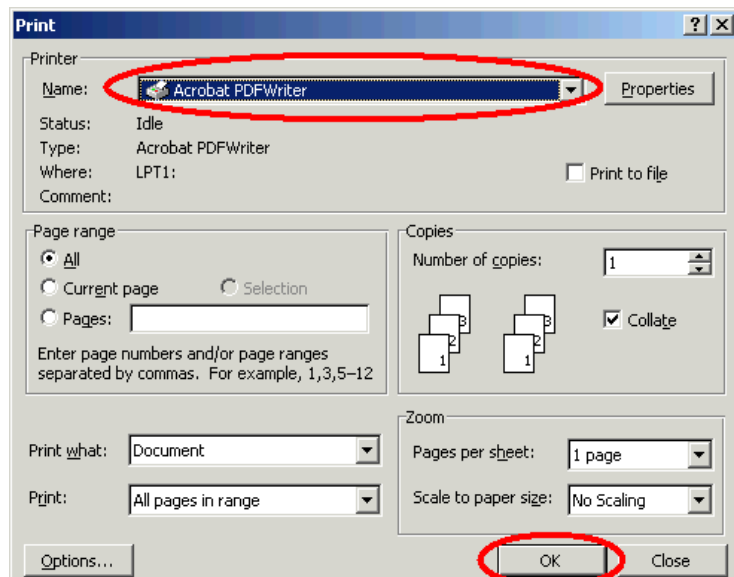


Creating a PDF file from Word

These instructions are for Microsoft Word 97 or higher. A sample Word 2000 document is shown. You will need the full version of Adobe Acrobat to create a .PDF file.



- Select the **File** menu option
- Select the **Print** option (or choose the **Print**  button)
- Change the **Current Printer** to the **Acrobat PDF Writer** (red area)
- Click on the **OK** button (red area)



- Enter the name of the PDF file in the **File Name** space (blue area)
- Make sure the **Save As Type** is **PDF** (blue area)
- Make sure you have selected the correct folder to save the file (green area)
- Click on the **Save** button (purple area)

